

Training and Seminars

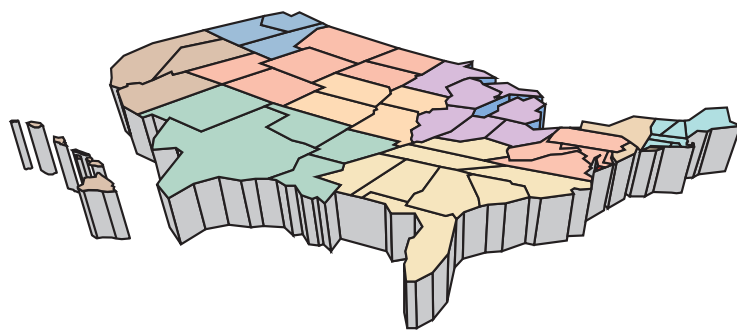
GSA TRAINING SEMINARS



Customer Service Directors in the following regions will conduct FSS Information Seminars for local customers. These seminars are offered to Federal Government employees and military personnel who are interested in learning about GSA's ordering mechanisms: *GSA Advantage!*, Federal Supply Schedules, and our Customer Supply Centers. Additional topics covered could include Personal Property, Fleet Management, Travel and Transportation, Environmental Solutions, NIB/NISH/JWOD, and more! The following are tentative dates and locations. Exact dates and locations will be announced in regional mailings. Seminars are free, however, lodging and transportation, if required, are the responsibility of the attending agency.

The following color-coded map and corresponding color key provides you with GSA's regional customer territories and their Customer Services Directors.

It's easy to use! Just find your state on the map and use the color key to identify which region is responsible for that location. Then page through the following color coded listing to determine which customer service director can assist you with a FREE FSS Information Seminar in your area.



Color Key

- New England:** Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont
- Northeast & Caribbean:** New Jersey, New York, Puerto Rico and Virgin Islands
- Mid-Atlantic:** Delaware, Maryland, Pennsylvania, Virginia, Washington, DC and West Virginia
- Southeast Sunbelt:** Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee

- Great Lakes:** Illinois, Indiana, Michigan, Minnesota, Ohio and Wisconsin
- Heartland:** Iowa, Nebraska, Kansas and Missouri
- Greater Southwest:** Arkansas, Louisiana, New Mexico, Oklahoma and Texas
- Rocky Mountain:** Colorado, Montana, North Dakota, South Dakota, Utah and Wyoming
- Pacific Rim:** California, Arizona, Nevada, Hawaii, and the Far East
- Northwest Arctic:** Washington, Oregon, Idaho and Alaska

<u>Location</u>	<u>Date</u>	<u>Contact</u>	<u>Phone</u>	<u>Email</u>
New England				
Boston, MA	February 2002	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
Hanscom AFB, MA**(IT)	March 28, 2002	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
Pease ANG, NH**	April 2002	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
Brunswick NAS, ME	April 2002	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
USBC Rutland, VT	May 2002	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
Burlington ANG, VT**	May 2002	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
Bangor ANG, ME	June 2002	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
VAMC&RO Togus, ME	July 2002	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
INS Burlington, VT	August 2002	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
VAMC, Manchester, NH	September 2002	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov

**Vendor Exhibits

GSA TRAINING SEMINARS

<u>Location</u>	<u>Date</u>	<u>Contact</u>	<u>Phone</u>	<u>Email</u>
Northeast & Caribbean				
San Juan, PR	January 2002	Christine Lincoln	(212) 264-3592	christine.lincoln@gsa.gov
St. Thomas, VI	January 2002	Christine Lincoln	(212) 264-3592	christine.lincoln@gsa.gov
Manhattan, NY	March 2002	Debbie Paralemos	(212) 264-3592	debbie.paralemos@gsa.gov
Newark, NJ	April 2002	Christine Keen	(212) 264-3592	christine.keen@gsa.gov
Atlantic City, NJ	April 2002	Christine Lincoln	(212) 264-3592	christine.lincoln@gsa.gov
Albany, NY	June 2002	Christine Keen	(212) 264-3592	christine.keen@gsa.gov
Buffalo, NY	July 2002	Christine Keen	(212) 264-3592	christine.keen@gsa.gov
Syracuse, NY	July 2002	Christine Keen	(212) 264-3592	christine.keen@gsa.gov
Northport, NY	October 2002	Debbie Paralemos	(212) 264-3592	debbie.paralemos@gsa.gov

Would you like a special seminar for a group of 20 or more offering GSA *Advantage!* training or on another specific subject at your location? Call Judy Poskanzer at (212) 264-0305.

Mid-Atlantic				
Washington, DC	January 17, 2002	Janeice McNeill	(703) 308-8311	janeice.mcneill@gsa.gov
Hampton, VA	January 23, 2002	John Engle	(757) 441-3115	john.engle@gsa.gov
Baltimore, MD	January 30, 2002	Tonya Butler	(301) 713-9285	tonya.butler@gsa.gov
Philadelphia, PA	February 7, 2002	Michelle Koch	(215) 656-3843	michelle.koch@gsa.gov
Chincoteague, VA	February 13, 2002	John Engle	(757) 441-3115	john.engle@gsa.gov
Washington, DC	March 2002	Johnetta Edwards	(703) 305-6288	johnetta.edwards@gsa.gov
Scranton, PA	March 2002	Michelle Koch	(215) 656-3843	michelle.koch@gsa.gov
Beckley, WV	March 2002	Judy McCoy	(412) 644-4854	judy.mccoy@gsa.gov
Parkersburg, WV	March 2002	Judy McCoy	(412) 644-4854	judy.mccoy@gsa.gov
Huntington, WV	March 2002	Judy McCoy	(412) 644-4854	judy.mccoy@gsa.gov
Berlin, MD	March 6, 2002	Tonya Butler	(301) 713-9285	tonya.butler@gsa.gov
Front Royal, VA	March 27, 2002	John Engle	(757) 441-3115	john.engle@gsa.gov
Allentown, PA	April 2002	Michelle Koch	(215) 656-3843	michelle.koch@gsa.gov
Martinsburg, WV	April 2002	Judy McCoy	(412) 644-4854	judy.mccoy@gsa.gov
Frederick, MD	April 2002	Tonya Butler	(301) 713-9285	tonya.butler@gsa.gov
Indian Head, MD	April 2002	Tonya Butler	(301) 713-9285	tonya.butler@gsa.gov
Gettysburg, PA	April 2002	Gloria Sarno	(215) 656-3873	gloria.sarno@gsa.gov
Fort Lee, VA	April 17, 2002	John Engle	(757) 441-3115	john.engle@gsa.gov
Washington, DC	May 2002	Johnetta Edwards	(703) 305-6288	johnetta.edwards@gsa.gov
Pittsburgh, PA	May 2002	Judy McCoy	(412) 644-4854	judy.mccoy@gsa.gov
DELMARVA	May 2002	Tonya Butler	(301) 713-9285	tonya.butler@gsa.gov
Charleston, WV	May 2002	Judy McCoy	(412) 644-4854	judy.mccoy@gsa.gov
Fredericksburg, VA	May 22, 2002	John Engle	(757) 441-3115	john.engle@gsa.gov
Arlington, VA	July 2002	Janeice McNeill	(703) 308-8311	janeice.mcneill@gsa.gov
Patuxent River, MD	July 26, 2002	Tonya Butler	(301) 713-9285	tonya.butler@gsa.gov
Baltimore, MD	August 2002	Tonya Butler	(301) 713-9285	tonya.butler@gsa.gov
Chesapeake, VA	September 2002	John Engle	(757) 441-3115	john.engle@gsa.gov
Washington, DC	September 2002	Willie Mills	(703) 305-6379	willie.mills@gsa.gov
York, PA	September 2002	Michelle Koch	(215) 656-3843	michelle.koch@gsa.gov
Wilmington, DE	September 2002	Tonya Butler	(301) 713-9285	tonya.butler@gsa.gov

For seminar details and on-line registration, go to: <http://www.fss.gsa.gov/NewsEvents/>.

If you would like to schedule a seminar for a group of 20 or more at your location, please call (215) 656-3872.

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<u>Location</u>	<u>Date</u>	<u>Contact</u>	<u>Phone</u>	<u>Email</u>
Southeast Sunbelt				
Savannah, GA	February 7	Adrian Finney	(404) 331-3026	adrianr.finney@gsa.gov
Pensacola, FL	February 21	Adrian Finney	(404) 331-3026	adrianr.finney@gsa.gov
Jackson, MS	March 7	Adrian Finney	(404) 331-3026	adrianr.finney@gsa.gov
Huntsville, AL	March 14	Adrian Finney	(404) 331-3026	adrianr.finney@gsa.gov
Nashville, TN	March 28	Adrian Finney	(404) 331-3026	adrianr.finney@gsa.gov
Louisville, KY	April 4	Adrian Finney	(404) 331-3026	adrianr.finney@gsa.gov
Columbia, SC	April 18	Adrian Finney	(404) 331-3026	adrianr.finney@gsa.gov
Biloxi, MS	April 25	Adrian Finney	(404) 331-3026	adrianr.finney@gsa.gov
Charleston, SC	June 13	Adrian Finney	(404) 331-3026	adrianr.finney@gsa.gov
Birmingham, AL	June 20	Adrian Finney	(404) 331-3026	adrianr.finney@gsa.gov
Jacksonville, FL	June 27	Adrian Finney	(404) 331-3026	adrianr.finney@gsa.gov
Raleigh, NC	July 11	Adrian Finney	(404) 331-3026	adrianr.finney@gsa.gov
Atlanta, GA	July 18	Adrian Finney	(404) 331-3026	adrianr.finney@gsa.gov
Macon/Warner Robins, GA	July 25	Adrian Finney	(404) 331-3026	adrianr.finney@gsa.gov
Panama City, FL	August 8	Adrian Finney	(404) 331-3026	adrianr.finney@gsa.gov
Miami, FL	August 22	Adrian Finney	(404) 331-3026	adrianr.finney@gsa.gov
Memphis, TN	August 29	Adrian Finney	(404) 331-3026	adrianr.finney@gsa.gov
Paducah, KY	September 12	Adrian Finney	(404) 331-3026	adrianr.finney@gsa.gov
Orlando, FL	September 19	Adrian Finney	(404) 331-3026	adrianr.finney@gsa.gov

Great Lakes

See next issue for upcoming seminars.

Heartland

Kansas City, MO	January 2002	Jean Herrick	(816) 823-1240	jean.herrick@gsa.gov
St. Louis, MO	March 2002	Jean Herrick	(816) 823-1240	jean.herrick@gsa.gov
Omaha, NE	March 2002	Jean Herrick	(816) 823-1240	jean.herrick@gsa.gov
Lincoln, NE	April 2002	Jean Herrick	(816) 823-1240	jean.herrick@gsa.gov
Wichita, KS	April 2002	Jean Herrick	(816) 823-1240	jean.herrick@gsa.gov

Greater Southwest

Albuquerque, NM	November 2001	Betty Russell	(817) 978-2892	betty.russell@gsa.gov
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Pacific Rim

Pearl Harbor, HI	January	Melinda Eyre	(808) 541-1776	melinda.eyre@gsa.gov
Kaneohe, HI	January	Cynthia McKeague	(808) 541-1776	cynthia.mckeague@gsa.gov
Guam/Saipan	January	Tony Nonan	DSN 438-4960	tony.nonan@gsa.gov
Oakland, CA	January 17	Mark Reiss	(415) 522-2799	mark.reiss@gsa.gov
Atsugi, Japan	January 24	Ken Swensen	DSN 225-9252	ken.swensen@gsa.gov
Misawa, Japan	January 29	Ken Swensen	DSN 225-9252	ken.swensen@gsa.gov
San Bernardino, CA	February	Dilys Sunabe	(323) 526-7500	dilys.sunabe@gsa.gov
Ft. Shafter, HI	February	Cynthia McKeague	(808) 541-1776	cynthia.mckeague@gsa.gov
Camp Smith, HI	February	Cynthia McKeague	(808) 541-1776	cynthia.mckeague@gsa.gov
El Centro, CA	February 12	Dilys Sunabe	(323) 526-7500	dilys.sunabe@gsa.gov
Iwakuni, Japan	February 15	Ken Swensen	DSN 225-9252	ken.swensen@gsa.gov
Sasebo, Japan	February 17	Ken Swensen	DSN 225-9252	ken.swensen@gsa.gov

GSA TRAINING SEMINARS

<u>Location</u>	<u>Date</u>	<u>Contact</u>	<u>Phone</u>	<u>Email</u>
Pacific Rim (cont'd.)				
Yokosuka, Japan	March	Ken Swensen	DSN 225-9252	ken.swensen@gsa.gov
Los Angeles, CA	March	Dilys Sunabe	(323) 526-7500	dilys.sunabe@gsa.gov
Redding, CA	March	Liz Belenis	(916) 978-5529	elizabeth.belenis@gsa.gov
Sacramento, CA	March	Liz Belenis	(916) 978-5529	elizabeth.belenis@gsa.gov
Fresno, CA	March	Liz Belenis	(916) 978-5529	elizabeth.belenis@gsa.gov
Reno, NV	March	Liz Belenis	(916) 978-5529	elizabeth.belenis@gsa.gov
Thailand/Vietnam	March	Tony Nonan	DSN 438-4960	tony.nonan@gsa.gov
San Diego, CA	March 5-6	Dilys Sunabe	(323) 526-7500	dilys.sunabe@gsa.gov
San Francisco, CA	March 20	Mark Reiss	(415) 522-2799	mark.reiss@gsa.gov
Singapore/Diego Garcia	April	Tony Nonan	DSN 438-4960	tony.nonan@gsa.gov
Ventura, CA	April	Dilys Sunabe	(323) 526-7500	dilys.sunabe@gsa.gov
Riverside, CA	April	Dilys Sunabe	(323) 526-7500	dilys.sunabe@gsa.gov
Phoenix, AZ	April 2	Dilys Sunabe	(323) 526-7500	dilys.sunabe@gsa.gov
Tucson, AZ	April 4	Dilys Sunabe	(323) 526-7500	dilys.sunabe@gsa.gov
Flagstaff, AZ	April 16	Dilys Sunabe	(323) 526-7500	dilys.sunabe@gsa.gov
Yuma, AZ	April 18	Dilys Sunabe	(323) 526-7500	dilys.sunabe@gsa.gov
Misawa, Japan	April 23	Ken Swensen	DSN 225-9252	ken.swensen@gsa.gov
Atsugi, Japan	May 21	Ken Swensen	DSN 225-9252	ken.swensen@gsa.gov
Guam/Saipan	June	Tony Nonan	DSN 438-4960	tony.nonan@gsa.gov
Yokosuka, Japan	June	Ken Swensen	DSN 225-9252	ken.swensen@gsa.gov
Iwakuni, Japan	June 11	Ken Swensen	DSN 225-9252	ken.swensen@gsa.gov
San Francisco, CA	June 13	Mark Reiss	(415) 522-2799	mark.reiss@gsa.gov
Sasebo, Japan	June 14	Ken Swensen	DSN 225-9252	ken.swensen@gsa.gov
Misawa, Japan	July 23	Ken Swensen	DSN 225-9252	ken.swensen@gsa.gov
Guam/Saipan	August	Tony Nonan	DSN 438-4960	tony.nonan@gsa.gov
Atsugi, Japan	August 13	Ken Swensen	DSN 225-9252	ken.swensen@gsa.gov
Oakland, CA	August 22	Mark Reiss	(415) 522-2799	mark.reiss@gsa.gov
Yokosuka, Japan	September	Ken Swensen	DSN 225-9252	ken.swensen@gsa.gov
Misawa, Japan	September 5	Ken Swensen	DSN 225-9252	ken.swensen@gsa.gov
Iwakuni, Japan	September 10	Ken Swensen	DSN 225-9252	ken.swensen@gsa.gov
Sasebo, Japan	September 12	Ken Swensen	DSN 225-9252	ken.swensen@gsa.gov

For a free customized on-site seminar at your location, call 1-877-836-4859 in Arizona, California and Nevada; (808) 541-1776 in Hawaii; DSN 225-9252 on Mainland Japan; DSN 634-3641 in Okinawa; DSN 784-6515 in Korea.

Rocky Mountain

Rapid City, SD	November 6, 2002	Jack Lassiter	(303) 236-7427	jack.lassiter@gsa.gov
Helena, MO	November 14, 2002	Bill Platt	(801) 524-4259	william.platt@gsa.gov
Cheyenne, WY	November 14, 2002	Arleen Kinder	(719) 333-6390	arleen.kinder@gsa.gov
DFC, Lakewood, CO	November 15, 2002	Arleen Kinder	(719) 333-6390	arleen.kinder@gsa.gov
Billings, MO	November 15, 2002	Bill Platt	(801) 524-4259	william.platt@gsa.gov
Denver, CO	December 4, 2002	Renata Drake	(303) 236-7546	renata.drake@gsa.gov

GSA TRAINING SEMINARS

<u>Location</u>	<u>Date</u>	<u>Contact</u>	<u>Phone</u>	<u>Email</u>
Northwest Arctic				
Astoria, OR	January	Janet Hayden	(253) 931-7061	janet.hayden@gsa.gov
Olympia, WA	January	Betty Mills	(253) 931-7917	betty.mills@gsa.gov
Kodiak, AK	January	Lorraine Morrow	(253) 931-7101	lorraine.morrow@gsa.gov
Boise, ID	February 12	Tara Hosmun	(253) 931-7119	tara.hosmun@gsa.gov
Salem, OR	March	Janet Hayden	(253) 931-7061	janet.hayden@gsa.gov
Juneau, AK	March	Lorraine Morrow	(253) 931-7101	lorraine.morrow@gsa.gov
Lewiston, ID	March	Daryl Jocoy	(253) 931-7601	daryl.jocoy@gsa.gov
Portland, OR	April	Janet Hayden	(253) 931-7061	janet.hayden@gsa.gov
Medford, OR	April	Janet Hayden	(253) 931-7061	janet.hayden@gsa.gov
Salmon, ID	April	Daryl Jocoy	(253) 931-7601	daryl.jocoy@gsa.gov
Wenatchee, WA	April	Betty Mills	(253) 931- 7917	betty.mills@gsa.gov
Anchorage, AK	May	Lorraine Morrow	(253) 931-7101	lorraine.morrow@gsa.gov
Pendleton, OR	June	Janet Hayden	(253) 931-7061	janet.hayden@gsa.gov
Okanogan, WA	June	Betty Mills	(253) 931-7917	betty.mills@gsa.gov
Colville, WA	June	Betty Mills	(253) 931-7917	betty.mills@gsa.gov
Everett, WA	June	Betty Mills	(253) 931-7917	betty.mills@gsa.gov
Yakima, WA	July	Betty Mills	(253) 931-7917	betty.mills@gsa.gov
Spokane, WA	August	Betty Mills	(253) 931-7917	betty.mills@gsa.gov
Valdez, AK	August	Lorraine Morrow	(253) 931-7101	lorraine.morrow@gsa.gov
Bend, OR	September	Janet Hayden	(253) 931-7061	janet.hayden@gsa.gov
Walla Walla, WA	September	Betty Mills	(253) 931-7917	betty.mills@gsa.gov

Would you like a seminar for a group of 20 or more on a specific subject at you location? Call Tara Hosmun at 253-931-7119.



TRAVEL TRAINING BRANCH

Our People Make the Difference!

We've got the knowledge, the expertise, and the most up-to-date information to put you in control of all your travel needs.

You could say that we're the experts in the field of Government travel. We've been providing travel training to the Federal community for over 20 years. In partnership with GSA's Office of Governmentwide Policy, we have instant access to rapidly changing regulations.

Some of the most recent changes include:

- The new electronic voucher,
- The automation of a paperless society for Government travelers,
- Prompt payment of vouchers within 30 days,
- ... and much more.

GSA Travel Training Branch – The Easy Way to be Kept Up-to-Date

Constantly changing travel regulations and new technology can really be confusing. And keeping up with all the changes is virtually impossible. That's where GSA's Travel Training Branch comes in.

Our 2002 catalog offers a wide range of courses throughout the calendar year in locations around the country. We'll even conduct on-site training and customize courses. Our classes fill up rapidly, so enroll early to ensure your place.

HOW TO REGISTER FOR TRAVEL TRAINING

Once you've found the course, date, and location of your choice, registration is easy. Simply complete your agency training form and submit by one of the following methods:

Fax: Fax a fully completed agency training form (DD-1556, SF-182 or equivalent agency training form) to 202-619-8914.

Mail: Mail the completed agency training form to:

Registrar
GSA Travel Training Branch
490 L'Enfant Plaza, SW, Suite 8214
Washington, DC 20407

Three Ways to Pay:

By Training Form or Purchase Order

By Government purchase card

By Check payable to: GSA/FSS – Travel Training Branch

To find out more about our on-site training course please contact Travel Training Branch at 202-619-8907. Or e-mail us at travel.training@gsa.gov, or visit our website at fss.gsa.gov/training/transtrav.

GROUP SPECIALS AND CUSTOM COURSES

Let the GSA Mid-Atlantic Region come to you. We will hold any class listed in this catalog for a group formed by you at the site of your choice. Students may come from your own organization, or you may join other Federal, State, or local Government agencies to fill a class. We'll also customize any course for your organization or develop a new course to meet your special needs.

To discuss "Group Specials" and customized courses, rates, and services, please call 202-619-8907, or e-mail: travel.training@gsa.gov.

IMPREST FUND CASHIERS COURSE NUMBER: 1715

This course teaches the responsibilities of Imprest Fund cashiers. Students learn how to use transmittals and prepare accountability reconciliation forms (including Standard Forms 1128 and 1164) for agency finance offices and how to process travel receipt documentation forms for collection. The course also explains the Department of Treasury regulations for Imprest Fund Cashiers. Instructional methods include lectures and discussions. Students should bring hand-held calculators to class.

Intended for: Imprest Fund cashiers, financial officers, administrative personnel, travel personnel, and agency policy-level personnel.

Prerequisites: None

Cost: \$575

Length: 2 Days

2002 Course Schedule:

<u>Location</u>	<u>Session#</u>	<u>Date</u>
Seattle, WA	1715-01	April 16-17
Washington, DC	1715-02	June 04-05
	1715-03	July 09-10

RELOCATION ALLOWANCES: FEDERAL TRAVEL REGULATIONS (FTR) AND JOINT TRAVEL REGULATIONS (JTR) VOL. 2 COURSE NUMBER: 1745

This course explains in "plain language" allowances provided to eligible civilian employees making a permanent change of duty station. Some of the subjects covered include:

- Travel authorizations, advances and vouchers
- Service agreements
- House hunting and enroute travel
- Temporary quarters
- Shipment of household goods/automobiles
- Property Management
- Real Estate expenses
- Miscellaneous expenses
- Last move home

Fast changing updates and streamlining of Federal travel regulations make annual or even twice yearly training strongly advisable.

Intended for: Travel specialists, frequent travelers, and affected authorizing/supervising/policy officials.

Prerequisites: None

Cost: \$750

Length: 3 Days

2002 Course Schedule:

<u>Location</u>	<u>Course/ Session#</u>	<u>Date</u>
Atlanta, GA	1745-02	April 09-11
	1745-03	May 14-16
	1745-04	July 23-25
Denver, CO	1745-05	March 05-07
	1745-06	June 18-20
Forth Worth, TX	1745-07	April 16-18
	1745-08	July 30-Aug. 01
Kansas City, MO	1745-09	March 12-14
	1745-10	May 14-16
	1745-14	Sept. 17-19
Pensacola, FL	1745-12	May 21-23
	1745-13	July 30-Aug. 01
	1745-14	Sept. 17-19
Phoenix, AZ	1745-16	April 23-25
	1745-17	July 16-18
Philadelphia, PA	1745-19	April 30-May 02
San Antonio, TX	1745-20	April 02-04
San Francisco, CA	1745-21	March 26-28
	1745-22	May 07-09
	1745-23	Aug. 06-08
Seattle, WA	1745-24	April 23-25
	1745-25	May 21-23
	1745-26	July 09-11
Washington, DC	1745-29	March 05-07
	1745-30	April 09-11
	1745-31	May 21-23
	1745-32	June 11-13
	1745-33	July 16-18
	1745-34	Aug. 13-15
	1745-35	Sept. 10-12

TEMPORARY DUTY TRAVEL FEDERAL TRAVEL REGULATION (FTR) COURSE NUMBER: 1760

This course teaches students in “plain language” to understand temporary duty travel regulations and responsibilities concerning:

- Travel authorizations
- Contract City Pair Fares
- Travel Management System (TMS)
- Travel charge card
- Rental cars
- Per Diem allowances
- Supervisory oversight of travel authorizations/vouchers
- Fire safe accommodations
- Prompt payment of vouchers within 30 days

Fast changing updates and streamlining of Federal travel regulations make annual or even twice yearly training strongly advisable.

Intended for: Travel specialists, frequent travelers, and affected authorizing/supervising/policy officials.

Prerequisites: None.

Cost: \$594

Length: 2-1/2 days

2002 Course Schedule:

<u>Location</u>	<u>Course/ Session#</u>	<u>Date</u>
Albuquerque, NM	1760-01	March 19-21
	1760-02	May 21-23
Atlanta, GA	1760-03	March 12-14
	1760-04	May 07-09
	1760-05	June 25-26
Denver, Co	1760-06	July 09-11
	1760-08	March 19-21
	1760-09	July 23-25
Kansas City, MO	1760-11	July 09-10
Phoenix, AZ	1760-12	April 02-04
	1760-13	June 04-06
	1760-14	Sept. 10-12
Las Vegas, NV	1760-15	May 07-09
San Antonio, TX	1760-16	April 23-25
	1760-17	June 18-20
	1760-18	Aug. 27-29
San Francisco, CA	1760-20	July 16-18
	1760-21	Aug. 20-22
Seattle, Wa	1760-22	March 26-28
	1760-23	June 04-06
	1760-24	July 30-Aug. 01

Washington, DC	1760-27	March 05-07
	1760-28	April 02-04
	1760-29	May 07-09
	1760-30	June 18-19
	1760-31	July 23-25
	1760-32	Aug. 20-22
	1760-33	Sept. 17-19

APPROVING OFFICIAL RESPONSIBILITIES COURSE NUMBER: 1761

The Joint Financial Management Improvement Program (JFMIP) Travel Reinvention Task Force recommended that agencies shift responsibility for travel voucher review from the voucher examiner to the travel authorizing/approving official or his/her designee.

Voucher examiners historically have been responsible for ensuring that vouchers are properly prepared according to pertinent regulations and agency procedures before being certified for payment. Such individuals should be closer to the employee in both proximity and in knowledge of the employee's need to perform official travel, and therefore be better able to determine if the claimed expenses are reasonable and necessary.

Course content:

- Travel authorizations
- Prompt payment of vouchers
- Contract City Pair Fares
- Agency Responsibility
- Types of expenses covered by per diem
- Travel of 24 hours or less
- Cancelled TDY
- Requirements for voucher submission
- Actual expense
- Miscellaneous expenses
- Use of POVs
- Transportation allowable
- Receipt requirements

This course is offered as an on-site special only. For more information, please call the Travel Training Branch at 202-619-8907 or e-mail: travel.training@gsa.gov.

RELOCATION INCOME TAX ALLOWANCES COURSE NUMBER: 1750

Updated to the new “plain language” format, this course looks at the treatment of reimbursed moving expenses by Federal tax regulations. Students learn to distinguish between Federal tax regulations and the FTR in reaching correct decisions concerning the Relocation Income Tax (RIT) Allowance and its impact on personnel assigned to new duty stations.

Frequent changes in tax laws and regulations make annual training advisable for those who must know how to identify and calculate allowable moving expenses and taxable income. Instructional methods include lectures and discussions. Students should bring hand-held calculators to class.

Intended for: Travel specialists, certifying officers, personnel specialists, administrative officers, and others who prepare agency travel regulations.

Prerequisites: Relocation Allowances: 1745

Cost: \$676

Length: 2 Days

<u>Location</u>	<u>Course/ Session#</u>	<u>Date</u>
Phoenix, AZ	1750-02	July 23-24
Washington, DC	1750-03	March 26-27
	1750-04	May 14-15
	1750-05	June 25-26
	1750-06	Aug. 20-21

CONFERENCE PLANNING COURSE NUMBER: 1780

This course teaches students the new travel regulations on conference planning, allowing agencies to increase per diem rate and pay for light refreshments. Discuss where to hold meetings and conferences nationwide, obtain proposals, estimating budget costs, what's included in room rate, using approved hotel accommodations, agency requirements for conferences, the best time to hold conferences.

Intended for: Meeting planners and other personnel involved in meetings and conferences.

Prerequisites: None

Cost: \$350

Length: 3 Hours

<u>Course/ Location</u>	<u>Session#</u>	<u>Date</u>
Washington, DC	1780-03	March 28
	1780-04	April 25
	1780-05	May 23
	1780-06	June 27
	1780-07	July 25
	1780-08	Aug. 29
	1780-09	Sept. 19



Department of Defense Courses

TEMPORARY DUTY TRAVEL: JOINT FEDERAL TRAVEL REGULATIONS (JFTR) — VOL. 1; UNIFORMED SERVICES COURSE NUMBER: 1765

This course teaches students to understand temporary duty travel allowances and the responsibilities of uniformed members of Department of Defense. Topics covered are:

- Travel authorizations
- Contract travel office (CTO)
- Travel charge card program
- Rental cars
- Per Diem allowances
- Supervisory oversight of travel authorizations/vouchers
- Fire safe accommodations
- Prompt payment of vouchers within 30 days

Fast changing updates and streamlining of travel allowances make annual or even twice yearly training strongly advisable.

Intended for: Travel specialists, frequent travelers, and affected authorizing/supervising/policy officials.

Prerequisites: None

Cost: \$594

Length: 2-1/2 Days

<u>Location</u>	<u>Course/ Session#</u>	<u>Date</u>
Pensacola, FL	1765-01	March 19-21
	1765-02	April 09-11
	1765-03	July 09-11
San Diego, CA	1765-05	May 07-09
	1765-06	June 11-13
Washington, DC	1765-08	April 23-25
	1765-09	June 25-27
	1765-10	Aug. 13-15

TEMPORARY DUTY TRAVEL: DEPARTMENT OF DEFENSE JOINT TRAVEL REGULATIONS (JTR) — VOL. 2, COURSE NUMBER: 1770

This course teaches students how to understand temporary duty travel allowances and responsibilities in accordance with the Joint Travel Regulations - Vol. 2 for civilian employees with the Department of Defense. Topics covered are:

- Travel authorizations
- Contract airfares
- Contract travel office (CTO)
- Travel charge card program
- Rental cars
- Per Diem allowances
- Supervisory oversight of travel authorizations/vouchers
- Fire safe accommodations
- Prompt payment of vouchers within 30 days

Fast changing updates and streamlining of travel regulations make annual or even twice yearly training strongly advisable.

Intended for: Travel specialists, frequent travelers, and affected authorizing/supervising/policy officials.

Prerequisites: None

Cost: \$594

Length: 2-1/2 Days

<u>Location</u>	<u>Course/ Session#</u>	<u>Date</u>
Columbus, OH	1770-01	April 09-11
	1770-02	June 11-13
	1770-03	Aug. 06-08
Pensacola, FL	1770-04	March 12-14
	1770-05	May 14-16
	1770-06	July 16-18
San Diego, CA	1770-08	April 30-May 02
	1770-09	June 25-27
	1770-10	Aug. 13-15
Washington, DC	1770-12	March 12-14
	1770-13	April 16-18
	1770-14	May 07-09
	1770-15	June 18-20
	1770-16	July 30-Aug. 01
	1770-17	Sept. 10-12

Transportation: Seamless Delivery Courses

SHIPPING HOUSEHOLD GOODS COURSE NUMBER: 1755

This course examines the regulations on household goods and transportation. Students review entitlement and transportation regulations, practice preparing and making shipments, and discuss loss and damage claims.

Students also learn to select a carrier, book the shipment, and issue the Government Bill of Lading (GBL). Other areas of study include counseling employees on their entitlements, examining moving industry practices and shipment handling; determining the market or replacement value of household goods; assisting employees in preparing damage/loss claims; and analyzing a carrier claim settlement.

Intended for: Administrative and supply officers, transportation officers, and GBL issuing officers.

Prerequisites: None

Cost: \$640

Length: 3 Days

<u>Location</u>	<u>Course/ Session#</u>	<u>Date</u>
Atlanta, GA	1755-02	June 04-06
San Francisco, CA	1755-04	March 05-07
Seattle, WA	1755-06	May 14-16
Washington, DC	1755-07	March 26-28
	1755-08	April 16-18
	1755-09	June 11-13
	1755-10	July 30-Aug. 01



Hands-On Computer Courses

TRAVEL MANAGER COURSE NUMBER: 1769

This course teaches students to use travel manager software to automatically calculate travel costs and allowances and produce a correct agency travel form. Software includes the following:

- Contract airfares worldwide
- Per Diem rates worldwide
- Rental cars
- Fire safe hotels
- Maps of locations
- Tax-exempt forms for certain cities
- Accounting classification
- Object class codes
- Mileage rates
- Federal Travel Regulation on line

Intended for travel managers and staff persons who process travel documents, budget officials, and travelers.

This course is offered as an on-site special only. For more information, please call the Travel Training Branch at 202-619-8907 or e-mail: travel.training@gsa.gov.

